GENERAL GOVERNMENT SERVICES 003 - Auditor-Controller

003 - Auditor-Controller

Operational Summary

Mission:

To promote public oversight, provide accountability, and support financial decision-making for the County.

At a Glance:

Total FY 2005-2006 Actual Expenditure + Encumbrance: 15,832,276

Total Final FY 2006-2007 15,199,189

Percent of County General Fund: 0.517057%

Total Employees: 409.00

Strategic Goals:

- To assist in controlling the financial risk faced by the County.
- To promote accountability by developing and enforcing systems of accounting controls.
- To anticipate and satisfy our stakeholders' and clients' needs for financial services and reliable information.
- To increase Countywide organizational effectiveness by making the appropriate investments in our staff and technology.

Key Outcome Indicators:

	2005 Business Plan	2006 Business Plan	
Performance Measure	Results	Target	How are we doing?
RECEIVE UNQUALIFIED OPINION AND GFOA CERTIFICATE FOR EXCELLENCE IN FINANCIAL REPORTING FOR THE CAFR. What: Measures the integrity and accuracy of the County's annual financial statements. Why: Provides assurance that the CAFR fairly presents the financial position of the County.	The County received both an unqualified opinion and the GFOA certificate for the FY 2003-2004 CAFR. The County received an unqualified opinion for FY 2004-2005 and expects to receive the GFOA certificate for the FY 2004-2005 CAFR.	The department plans to continue maintaining the books and records of the County in a manner that will ensure that the County receives an unqualified opinion and the GFOA certificate on its CAFR.	The department leads a countywide team in a successful implementation of significant new pronouncements from GASB in order to stay in compliance with financial reporting requirements and with generally accepted accounting principles.
99% OF ALL PROPERTY TAXES WILL BE ALLOCATED TO TAXING AGENCIES ON TIME. What: Measures ability to meet deadlines for computing property tax bills and allocating tax revenues. Why: Provides timely revenue to County taxing agencies that receive funding from tax revenues.	The department met all property tax deadlines, apportioning over \$4.9 billion in property taxes, penalties, special taxes/assessments, and interest to over 380 cities, schools, and special districts (including redevelopment projects) in 61 separate apportionments.	The department fully expects to meet all property tax deadlines.	Property tax apportionment deadlines continue to be met in spite of the complexity of the tax allocation process.

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Key Outcome Indicators: (Continued)

	2005 Business Plan	2006 Business Plan	
Performance Measure	Results	Target	How are we doing?
99% OF STATE AND FEDERAL CLAIMS WILL BE FILED IN TIME TO SATISFY CASH FLOW REQUIREMENTS. What: Measures compliance with deadlines that assure timely receipt of funds and avoidance of penalties. Why: The amount of revenue associated with these claims is over \$1 billion.	The department achieved better than 99% compliance for FY 2004-2005.	The department will remain committed to timely submission of more than 1,600 required claims and reports, in order to maximize revenue, avoid penalties, and maintain funding for the many County programs, which rely on State and Federal participation.	State and Federal funds continue to be claimed in a timely manner.
ACHIEVE CAPS USER SATISFACTION WITH FINANCIAL AND PAYROLL SYSTEMS OF 90% OR HIGHER. What: Measure client satisfaction with support provided by AC Information Technology Staff. Why: To meet and exceed expectations of CAPS users.	Survey was distributed to approximately 1,800 CAPS users. We received 468 responses. Measured satisfaction in key functional areas (Payroll, Job Cost, Claims Processing, etc.). Satisfaction was at 98% for Staff Support and 96% for Quality of Information Provided.	Continue conducting an annual survey to stay on track and address clients' needs.	For the third year, distribution of the survey was substantially increased. The results continue to be outstanding. The feedback provided through comments will allow us to focus on areas requiring further improvement.
REDUCE HARD COPY/FICHE PRINTING/ DISTRIBUTION COST BY 20%. What: Measures reduction of report preparation and access costs due to new imaging technology. Why: Ready access to report information coupled with ability to extract report information for other uses	Countywide rollout of WebERMI has been completed. User training substantially completed. Expanded usage of Data Mining. Resulting savings for report print and distribution was approximately \$186,000 for FY 2004-2005 beating a projection savings of \$120,000.	Continue reductions as warranted. A new measure will be established to reduce internal and external keypunch by 80%, see next key outcome indicator.	Over the past two years we have turned off printing of over 90% of hardcopy reports and microfiche. With a few exceptions, the remaining print jobs are for laser printed forms, turn around documents, and reports requiring a printed hard copy.
REDUCE INTERNAL AND EXTERNAL KEYPUNCH BY 80%. What: Measures reduction in use of internal and external keypunch. Why: Direct entry into the system eliminates the need for double entry of data and a paper based process.	New measure.	Reduce or eliminate data entry for Journal Vouchers, Mileage Claims and Deposit Orders. Reduce timecard data entry services through further implementation of VTI.	RFP for software has been issued and review team will complete selection process in Q4 FY 2005-2006.

FY 2005-06 Key Project Accomplishments:

- Maintained appropriation control over a \$4.2 billion budget.
- Successfully implemented the 2005 succession plan.
- Helped oversee the county's control structure through the Audit Oversight Committee.
- Hosted annual State Controller's Conference with County Auditors.
- Served in the State Association of County Auditors as its President.
- Promoted the accounting profession at the national and state level by active participation in the Western Intergovernmental Audit Forum and the National Intergovernmental Audit Forum.

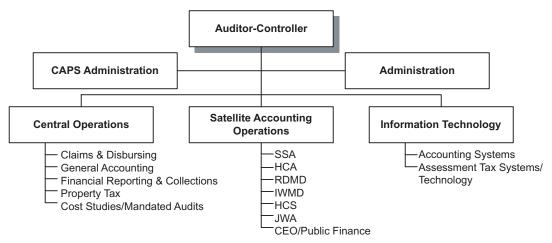


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Met daily, biweekly, monthly or other deadlines for basic services such as payroll, property tax distributions, vendor payments, revenue collection and reporting, appropriation/budget control, reports to the Board, and submission of State and Federal reports.

- Successfully allocated \$4.9 billion in property taxes.
- Participated in the oversight of the county's \$5.2 billion investment pool.
- Completed the County's FY 2004-05 CAFR and component unit financial statements in compliance with Generally Accepted Accounting Principles (GAAP) by scheduled deadlines with unqualified audit opinions for all statements. Received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the CAFR for FY 2004-2005 and the Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR) for the OC Citizens' Report for FY 2004-2005.
- Completed site visits with department heads of host departments/agencies to assess satisfaction in meeting their accounting needs. Received feedback that the department is meeting the accounting needs of host departments/agencies, including claiming, payroll, reconciliations, cash monitoring, etc.
- Worked with CEO and HCA on implementation of Health Insurance Portability and Accountability Act (HIPAA) requirements, including the Security Rule phase.
- Automated the upload of summary billing invoices into the County Utility and Telephone System (CUTS) for billings from Southern California Edison and Cal Net.
- Implemented on-line chart of accounts.
- Completed mandated, department-wide National Incident Management System (NIMS)Training.
- Continued employee recognition program that allows managers, supervisors and employees to acknowledge outstanding achievement. Continued publication of quarterly newsletters to increase communication throughout the department.
- Successfully piloted implementation of internet based office supplies procurement/invoicing system within the Auditor-Controller department and in the Health Care Agency.
- Converted all VTI agencies to version 4.4 and consolidated to a single server. Rolled out VTI to Orange County Public Library, Public Defender and Registrar of Voters.

Organizational Summary





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Central Operations - This division provides the core accounting activities required of the Auditor-Controller which benefit the County as a whole, including: apportionment of property taxes for all County tax-receiving agencies; providing payroll and claims processing for the benefit of all County departments; accounts receivable and collections functions for many County departments; Cost Studies and Mandated Audits Section, which prepares the County's annual Countywide Cost Allocation Plan (CWCAP) that is utilized for cost reimbursement claiming purposes by most County departments; and preparation of the County's annual financial statements. With the exception of Collections/Accounts Receivable, which is cost-applied to client departments, the core services provided by the Accounting Operations and Reporting division are financed by generalpurpose revenues of the General Fund.

Satellite Accounting Operations - This division supports seven other agencies/departments by providing outstationed specialized accounting/financial services. The outstationed agency/department accounting support sections are entirely funded by host agencies that have outside revenue sources.

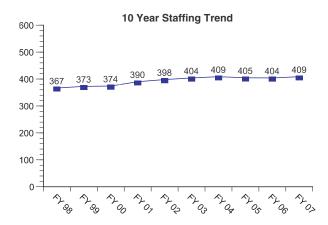
CAPS Administration - CAPS Administration provides administrative support for the County Accounting and Personnel System (CAPS). This function is assigned to the Auditor-Controller but represents the interests of all owner organizations: CEO/CFO, CEO/Human Resources, and the Auditor-Controller.

Executive Management - This section includes the executive management team that provides leadership and direction for the department. It consists of the Auditor-Controller, Chief Assistant Auditor-Controller, their secretaries, and the Communications/Staff Development Coordinator.

Information Technology - The Information Technology division is responsible for the implementation, maintenance and upgrade of the County's central accounting and financial systems, as well as the development of other accounting-related systems.

Administration - This division includes human resources, purchasing, budget management, and administrative support and staff services. This division provides central administrative and staff support to the rest of the department.

Ten Year Staffing Trend:



Ten Year Staffing Trend Highlights:

- FY 97/98 Restructure resulted in a net decrease of 10 positions.
- FY 98/99 Added 6 positions to Agency Accounting with no NCC effect.
- FY 99/00 Added 1 position in the Central Office as additional clerical support for Purchasing and HR function.
- FY 00/01 Added 26 positions that were transferred in from HCA with no NCC effect. Added 1 Limited Term position for GASB 34 implementation. Eliminated 10 positions that were transferred to CEO/HR with no NCC effect. Eliminated 1 position from Central Office.
- FY 00/01 Mid Year Adjustments In November 2000, added 2 Limited Term positions for GASB 34 implementation, added 1 HR manager, added 1 Systems Analyst for ATS, added 1 Limited Term for DA/Family Support study, deleted 2 positions in SSA Accounting Services. In February 2001, added 3 positions due to Systems reorganization. In May 2001, deleted 1 Limited Term DA/FS position, added 1 position in PF&RD Accounting for Dana Point leases. Base budget of 396 positions.
- FY 01/02 Added 1 position in General Ledger, added 1 Limited Term position in Information Technology for the CAPS upgrade.
- FY 01/02 Mid Year Adjustments Added 1 position in CSA Accounting for the Area Agency on Aging, added 2 positions in PF&RD Accounting for Dana Point leases, added 1 position to HCA Accounting for Medi-Cal Administrative Activity/Targeted Case Management,



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and added 1 position transferred to SSA Accounting from SSA for a collection officer. Base budget of 403 positions.

- FY 02/03 Added 1 Sr. Systems Programmer/Analyst in the Information Technology division.
- FY 02/03 Mid Year Adjustment Added 1 Limited Term Sr. Accountant/Auditor II to Information Technology to support CAPS fit analysis and CAPS Upgrade. Base budget of 405 positions.
- FY 03/04 Added 1 Sr. Accountant/Auditor I and 1 Accounting Assistant II to Planning and Development Services Department Accounting and added 2 Accounting Assistant II positions to HCA Accounting (converting 2 extra help positions to regular status).
- FY 03/04 Mid Year Adjustments Added 3 Senior Accounting Assistants, transferred from RDMD to RDMD Accounting, deleted 6 vacant Accounting Assistant II positions from SSA Accounting, deleted 3 vacant Accounting Assistant II, 2 vacant Office Assistants and 1 vacant Office Technician from HCA Accounting/CCS. Base budget is 400 positions.
- FY 04/05 Added 3 Accounting Assistant II positions and 1 Accounting Office Supervisor, transferred from SSA to SSA Accounting. Added 1 Senior Accountant/ Auditor II in Information Technology, effective January 1, 2005.
- FY 04/05 Mid Year Adjustment Deleted 1 vacant, Limited Term Accounting Assistant II from HCA Accounting. Base budget is 404 positions.
- FY 05/06 Added 2 Systems Programmer/Analyst positions in Information Technology; added 1 Accounting Technician in JWA Accounting; added 1 Accounting Technician in RDMD Accounting/Santa Ana River; added 1 Accountant/Auditor II in RDMD Accounting/Dana Point; added 1 Accountant/Auditor II and 1 Administrative Manager in RDMD Accounting/Watershed.
- FY 05/06 Mid Year Adjustments Added 1 Senior Accountant-Auditor I position, transferred from RDMD to RDMD Accounting; added 1 Accounting Technician

- position in General Ledger Unit; deleted 1 Accounting Assistant II, 2 Office Assistants, and 1 Utility Worker/Driver positions from SSA Accounting. Base budget is 409 positions.
- FY 06/07 No positions added or deleted.

Budget Summary

Plan for Support of the County's Strategic Priorities:

The Auditor-Controller department's budget reflects support of the overall priorities including initiation, implementation and continued support of several technology projects designed to enhance overall efficiency and enable data gathering and processing to be more efficient throughout the County.

Changes Included in the Base Budget:

The budget request continues to reflect the Auditor-Controller's desire to increase the usefulness and accessibility of financial systems. As County departments change and reengineer their business processes to increase efficiencies and implement new technologies, the Auditor-Controller is consistently working to control risk at the appropriate level. As County departments are now struggling to maintain or reduce their budgets and operating costs continue to increase, the Auditor-Controller will work to ensure that all risk controlled measures are comprehensively enforced, and that the gate-keeping function of the office remains secure.

The Auditor-Controller department is limited to a 3% growth budget. The base budget request includes significant increases in retirement costs. The department manages budget resources through analysis of requirements and allocation of resources according to service priorities. Employer retirement contributions are expected to increase 46% in FY 2006-2007.



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Approved Budget Augmentations and Related Performance Results:

Unit Amount	Description	Performance Plan	BRASS Ser.
Equipment Purchase for Conference/	Purchase office furniture/equipment including	Provide accommodations for an occupancy of 75+ for	5077
Training Center Capital Project Amount:\$ 60,000	tables, chairs, two projectors for conf/training room	training associated with the CAPS, ATS, IP3	

Final Budget History:

		FY 2005-2006	FY 2005-2006		Change from F	/ 2005-2006
	FY 2004-2005	Budget	Actual Exp/Rev ⁽¹⁾	FY 2006-2007	Actu	al
Sources and Uses	Actual Exp/Rev	As of 6/30/06	As of 6/30/06	Final Budget	Amount	Percent
Total Positions	404	409	409	409	0	0.00
Total Revenues	6,617,942	6,990,665	7,264,317	7,615,303	350,986	4.83
Total Requirements	14,457,152	16,182,797	15,419,542	15,199,189	(220,353)	-1.43
Net County Cost	7,839,209	9,192,132	8,155,225	7,583,886	(571,339)	-7.01

⁽¹⁾ Amounts include prior year expenditure and exclude current year encumbrance. Therefore, the totals listed above may not match Total FY 2005-06 Actual Expenditure + Encumbrance included in the "At a Glance" section.

Detailed budget by expense category and by activity is presented for agency: Auditor-Controller in the Appendix on page A13

Highlights of Key Trends:

- The Auditor-Controller workload increases proportionately with the addition and expansion of County programs and with the general growth in the County budget and number of positions. Workload also increases as a result of requests from client departments for new and enhanced services and for interfaces with our automated systems.
- Significant information technology department development work will continue for the basic financial systems that manage the County. The Assessment Tax System is in the process of being totally rewritten. The County Accounting and Personnel Systems are also being analyzed for replacement. Additional resources to support these projects will be required.

Budget Units Under Agency Control:

No.	Agency Name	Central Operations	Satellite Accounting Operations	CAPS Administration	Executive Management	Information Technology	Administration	Total
003	Auditor-Controller	6,853,015	4,123,874	0	646,883	2,415,559	1,159,858	15,199,189
014	CAPS Program	15,369,200	0	0	0	0	0	15,369,200
14A	Option B Pool Participants Registered Warrants	16,855	0	0	0	0	0	16,855
14C	Class B-27 Registered Warrants	32,267	0	0	0	0	0	32,267
15Q	Pension Obligation Bond Amortization	16,000,000	0	0	0	0	0	16,000,000
15W	1996 Recovery Certificates of Participation (A)	3,290,897	0	0	0	0	0	3,290,897
15Z	Plan of Adjustment Available Cash	8,851,951	0	0	0	0	0	8,851,951
	Total	50,414,185	4,123,874	0	646,883	2,415,559	1,159,858	58,760,359



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Summary of Final Budget by Revenue and Expense Category:

		FY 2005-2006	FY 2005-2006		Change from	FY 2005-2006
	FY 2004-2005	Budget	Actual Exp/Rev ⁽¹⁾	FY 2006-2007	Act	ual
Revenues/Appropriations	Actual Exp/Rev	As of 6/30/06	As of 6/30/06	Final Budget	Amount	Percent
Revenue from Use of Money and Property	\$ 23,717	\$ 0	\$ 15,906	\$ 12,000	\$ (3,906)	-24.55%
Charges For Services	6,547,920	6,990,665	7,207,975	7,581,303	373,328	5.18
Miscellaneous Revenues	46,306	0	40,224	22,000	(18,224)	-45.31
Other Financing Sources	0	0	213	0	(213)	-100.00
Total Revenues	6,617,942	6,990,665	7,264,317	7,615,303	350,986	4.83
Salaries & Benefits	25,078,810	26,534,868	25,915,668	27,618,621	1,702,953	6.57
Services & Supplies	2,913,488	3,795,948	3,214,451	4,150,410	935,959	29.12
Services & Supplies Reimbursements	0	0	(712)	0	712	-100.00
Fixed Assets	21,385	30,000	0	15,000	15,000	0.00
Intrafund Transfers	(13,556,532)	(14,178,019)	(13,709,866)	(16,584,842)	(2,874,976)	20.97
Total Requirements	14,457,152	16,182,797	15,419,542	15,199,189	(220,353)	-1.43
Net County Cost	\$ 7,839,209	\$ 9,192,132	\$ 8,155,225	\$ 7,583,886	\$ (571,339)	-7.01%

⁽¹⁾ Amounts include prior year expenditure and exclude current year encumbrance. Therefore, the totals listed above may not match Total FY 2005-06 Actual Expenditure + Encumbrance included in the "At a Glance" section.

Final Budget Summary of Central Operations:

	FY 2004-2005	FY 2005-2006 Budget	FY 2005-2006 Actual Exp/Rev ⁽¹⁾	FY 2006-2007	Change from FY 2005-2006 Actual			
Revenues/Appropriations	Actual Exp/Rev	As of 6/30/06	As of 6/30/06	Final Budget	Amount	Percent		
Revenue from Use of Money and Property	\$ 23,717	\$ 0	\$ 15,906	\$ 12,000	\$ (3,906)	-24.55%		
Charges For Services	2,583,730	2,629,664	2,918,245	2,836,131	(82,114)	-2.81		
Miscellaneous Revenues	43,892	0	33,814	22,000	(11,814)	-34.94		
Total Revenues	2,651,339	2,629,664	2,967,965	2,870,131	(97,834)	-3.30		
Salaries & Benefits	6,212,807	6,609,043	6,381,383	6,712,596	331,213	5.19		
Services & Supplies	978,198	1,395,563	1,152,858	1,394,816	241,958	20.99		
Fixed Assets	21,385	30,000	0	15,000	15,000	0.00		
Intrafund Transfers	(1,237,015)	(1,294,873)	(1,228,695)	(1,269,397)	(40,702)	3.31		
Total Requirements	5,975,374	6,739,733	6,305,547	6,853,015	547,468	8.68		
Net County Cost	\$ 3,324,036	\$ 4,110,069	\$ 3,337,582	\$ 3,982,884	\$ 645,302	19.33%		

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Final Budget Summary of Satellite Accounting Operations:

				FY 2005-2006	FY 2005-2006			Change from FY 2005-2006			
	F	FY 2004-2005		Budget	Ac	Actual Exp/Rev ⁽¹⁾		FY 2006-2007	Actual		
Revenues/Appropriations	A	ctual Exp/Rev		As of 6/30/06	1	As of 6/30/06		Final Budget	Amount	Percent	
Charges For Services	\$	3,607,889	\$	3,988,689	\$	3,943,502	\$	4,345,352	\$ 401,850	10.19%	
Miscellaneous Revenues		90		0		0		0	0	0.00	
Total Revenues		3,607,979		3,988,689		3,943,502		4,345,352	401,850	10.19	
Salaries & Benefits		14,960,097		15,578,997		15,342,693		16,359,498	1,016,805	6.63	
Services & Supplies		223,883		446,821		434,436		839,615	405,179	93.27	
Intrafund Transfers		(11,573,141)		(12,115,552)		(11,987,509)		(13,075,239)	(1,087,730)	9.07	
Total Requirements		3,610,838		3,910,266		3,789,620		4,123,874	334,254	8.82	
Net County Cost	\$	2,860	\$	(78,423)	\$	(153,882)	\$	(221,478)	\$ (67,596)	43.93%	

Final Budget Summary of Caps Administration:

	FY 2004-2005		F	FY 2005-2006 Budget		FY 2005-2006 Actual Exp/Rev ⁽¹⁾				Change from FY 2005-2006		
								FY 2006-2007		Actual		
Revenues/Appropriations	Actu	ıal Exp/Rev	I	As of 6/30/06	1	As of 6/30/06		Final Budget		Amount	Percent	
Salaries & Benefits	\$	352,987	\$	365,016	\$	358,863	\$	391,504	\$	32,641	9.10%	
Services & Supplies		14,567		34,028		40,695		32,015		(8,680)	-21.33	
Intrafund Transfers		(371,155)		(399,044)		(395,956)		(423,519)		(27,563)	6.96	
Total Requirements		(3,602)		0		3,602		0		(3,602)	-100.00	
Net County Cost	\$	(3,602)	\$	0	\$	3,602	\$	0	\$	(3,602)	-100.00%	

Final Budget Summary of Executive Management:

		FY 2005-2006	FY 2005-2006		Change from F	Change from FY 2005-2006		
	FY 2004-2005	Budget	Actual Exp/Rev ⁽¹⁾	FY 2006-2007	Actual			
Revenues/Appropriations	Actual Exp/Rev	As of 6/30/06	As of 6/30/06	Final Budget	Amount	Percent		
Miscellaneous Revenues	\$ 0	\$ 0	\$ 316	\$ 0	\$ (316)	-100.00%		
Total Revenues	0	0	316	0	(316)	-100.00		
Salaries & Benefits	572,930	704,321	714,223	609,144	(105,079)	-14.71		
Services & Supplies	29,025	35,338	33,560	37,739	4,179	12.45		
Total Requirements	601,955	739,659	747,784	646,883	(100,901)	-13.49		
Net County Cost	\$ 601,955	\$ 739,659	\$ 747,468	\$ 646,883	\$ (100,585)	-13.46%		

Final Budget Summary of Information Technology:

	FY 2004-2005	F	Y 2005-2006 Budget	FY 2005-2006 ctual Exp/Rev ⁽¹⁾	FY 2006-2007	Change from F	
Revenues/Appropriations	Actual Exp/Rev	ļ	As of 6/30/06	As of 6/30/06	Final Budget	Amount	Percent
Charges For Services	\$ 47,855	\$	0	\$ 0	\$ 0	\$ 0	0.00%
Miscellaneous Revenues	414		0	0	0	0	0.00
Total Revenues	48,269		0	0	0	0	0.00
Salaries & Benefits	2,301,213		2,610,345	2,399,303	2,654,932	255,629	10.65
Services & Supplies	974,390		1,285,458	1,279,314	1,333,912	54,598	4.27
Services & Supplies Reimbursements	0		0	(712)	0	712	-100.00
Intrafund Transfers	(88,614)		(132,350)	0	(1,573,285)	(1,573,285)	0.00
Total Requirements	3,186,989		3,763,453	3,677,906	2,415,559	(1,262,347)	-34.32
Net County Cost	\$ 3,138,720	\$	3,763,453	\$ 3,677,906	\$ 2,415,559	\$ (1,262,347)	-34.32%

Final Budget Summary of Administration:

	FY 2004-2005		FY 2005-2006 Budget		FY 2005-2006 Actual Exp/Rev ⁽¹⁾		FY 2006-2007		Change from FY 2005-2006 Actual			
Revenues/Appropriations	Actual Exp/Rev		As of 6/30/06	P	As of 6/30/06		Final Budget		Amount	Percent		
Charges For Services	\$ 308,4	16	\$ 372,312	\$	346,227	\$	399,820	\$	53,593	15.48%		
Miscellaneous Revenues	1,9	0	0		6,094		0		(6,094)	-100.00		
Other Financing Sources		0	0		213		0		(213)	-100.00		
Total Revenues	310,3	6	372,312		352,534		399,820		47,286	13.41		
Salaries & Benefits	678,7	76	667,146		719,202		890,947		171,745	23.88		
Services & Supplies	693,42	26	598,740		273,588		512,313		238,725	87.26		
Intrafund Transfers	(286,60	6)	(236,200)		(97,707)		(243,402)		(145,695)	149.11		
Total Requirements	1,085,59	97	1,029,686		895,083		1,159,858		264,775	29.58		
Net County Cost	\$ 775,2	11	\$ 657,374	\$	542,550	\$	760,038	\$	217,488	40.09%		

